

US EPA ARCHIVE DOCUMENT

**Travel Assistance for EMAP-GRE Reference Condition Workshop
January 10th-11th, 2006 in Cincinnati, Ohio**

CSG will be providing travel assistance to some Workshop presenters and attendees. These funds are limited and travelers should minimize all travel costs submitted for reimbursement. Preference will be given to invited Workshop speakers, Poster submitters, and state and tribal officials. Travel reimbursement for others may be considered as the availability of travel funds warrant.

Travel Reimbursement Process

Step 1: Each traveler requesting assistance must contact CSG and:

- provide written verification on agency or organization letterhead that travel funds are not available from his/her employer or sponsoring organization for the Workshop (please return these to Gene Slusher via fax at (859) 244-8001).
- identify the city of departure for traveling to Cincinnati, Ohio
- identify which day(s) the traveler intends to attend the Workshop

Step 2: If travel assistance is authorized, CSG will contact each traveler and will provide a not-to-exceed travel budget and the necessary forms on which travel costs will be detailed (*CSG Non-Employee Expense Form*).

Once approved, travelers will contact Sherry Masters at Travel Authority at 1-800-445-0419 to make flight arrangements. Please identify yourself with Travel Authority as a participant with the CSG EMAP-GRE Reference Condition Workshop. Travel Authority will issue tickets for those travelers not driving to Cincinnati. Any costs associated with changes in flight itineraries or changes to the specific passengers traveling are the responsibility of each traveler and will not be reimbursed by CSG.

For those driving to the Workshop, CSG will reimburse for round-trip mileage at a rate of 48.5¢ per mile and for parking expenses incurred during the Workshop not to exceed the cost of an airplane ticket. Rental car expenses will not be eligible for reimbursement.

Step 3: Following the Workshop, all requests for reimbursement submitted to CSG must include itemized daily costs and be accompanied by original receipts for expenses other than airfare and hotel expenses (e.g. airport shuttle, parking).

Reimbursement Guidelines for Other Costs

Maximum reimbursement for meals and incidental expenses may not exceed \$54 per day (\$45.90 on days when breakfast is provided). This rate is set according to the federal per diem for Cincinnati. These amounts include all applicable taxes, fees, and other costs. Receipts for food and beverages do not need to be provided for reimbursement since they will be paid at the previously mentioned federal per diem rate. Any additional costs for lodging, meals, and incidentals will be the responsibility of the traveler.

Federal employees are not eligible for travel reimbursement from CSG.

Please direct any questions to:

Gene Slusher

Council of State Governments

(859) 244-8161 or via email at gslusher@csg.org